

## Introduction

Second-hand smoke has been scientifically proven to cause lung cancer and heart disease in non-smokers as well as many other illnesses and minor conditions (Report of the Scientific Committee on Tobacco and Health, Department of Health, 1998).

This organisation acknowledges that breathing second hand smoke is a public health hazard. Therefore the Company operates a no smoking policy except in designated smoking areas.

## Scope

This policy is intended to apply to all FP McCann employees, irrespective of their length of service, status or number of hours worked. This policy and procedure does not form part of the contract of employment and will be amended from time to time. This policy will also apply to everyone engaged or contracted by FP McCann.

## Aim

The aim of this policy is to protect all employees, customers and visitors from exposure to second-hand smoke and to comply with statutory provisions on smoking.

## The Policy

It is the policy of FP McCann that all our workplaces and vehicles are smoke-free and all employees have a right to work in a smoke-free environment.

Smoking is prohibited throughout the entire workplace with no exceptions. However, an external area has been provided at each of our locations for those who wish to smoke. Receptacles are provided for disposal of cigarette ends and other waste smoking materials. Smoking is not permitted whilst walking to and from different buildings or locations.

All work vehicles/plant vehicles will be smoke free at all times.

## Employer duties

- To display 'No Smoking' signs as required by legislation.
- To ensure employees, customers and visitors do not smoke in smoke-free places and vehicles.
- To investigate complaints regarding employees, customers and visitors smoking/vaping.
- To inform, consult and train employees on this policy.

## Employee duties

- To ensure that they or others do not interfere with 'No Smoking' signs.
- To comply with the Smoking Policy.
- To ensure customers and visitors do not smoke in smoke-free places and vehicles.
- To report incidents of smoking in smoke-free areas and vehicles.

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#### Customer/Visitor duties

- Customers are not permitted to smoke in smoke-free areas or vehicles.

#### Smoke Breaks

Smokers must take smoke breaks at their designated break times only. For those employees who do not take regular breaks away from their desks, then a smoke break will be authorised by your Line Manager. All smoke breaks must not exceed the length of the break time or time authorised by your Line Manager. Additional time for smoke breaks will not be allowed.

#### Help for those who smoke

This policy is not concerned with whether anyone smokes but where they smoke and how it affects others. To help smokers adjust to the changes they should contact their GP who can advise of local support services.

#### E cigarettes

This policy also applies to the use of e-cigarettes and vapes.

#### **Enforcement of this policy**

Failure to comply with this policy will be dealt with through the Company disciplinary procedures.

Visitors or members of the public who breach the policy will be asked to stop smoking and asked to leave the premises if they fail to comply with this request.

All breaches of this policy will be recorded in writing. Be aware that, in addition to action taken under this policy, the local council may take legal action against individuals who smoke in smoke-free areas.

#### **Review**

The Senior Management Team will monitor and review this policy regularly.

Signed:   
Hugh McCann  
Managing Director

Reviewed: 12 January 2026  
Last Reviewed: 11 January 2025  
Next Review: January 2027